

UNITED STATES DEPARTMENT OF AGRICULTURE
OFFICE OF THE CHIEF FINANCIAL OFFICER
NATIONAL FINANCE CENTER

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OFFICE OF THE DIRECTOR

90 70 01 Office of the Director

General

The National Finance Center (NFC) is the operational arm of the Office of the Chief Financial Officer (OCFO), and has the responsibility to design, develop, implement, and operate cost-effective financial, administrative, and management information systems and services supporting the missions of USDA, and other Federal Departments and Agencies through cross-servicing arrangements and is the recordkeeper for the Thrift Investment Board.

Assignment of Functions

1. Participates in the development of Departmental objectives, policies, and plans to establish financial management programs for the U.S. Department of Agriculture (USDA) as they relate to the activities and responsibilities of NFC.
2. Provides leadership and action in developing, establishing, and supporting NFC's programs and policies.
3. Provides effective leadership and timely action to implement program goals and objectives. Ensures that work force's expected performance levels are commensurate with the organization's strategic objectives and contributes to the achievement of the overall goals of the OCFO.
4. Establishes and maintains an effective control system for programs and policy implementation. Control system addresses effectiveness, efficiency, and productivity evaluations along with other factors to determine success of program and policy.
5. Manages human, financial, and property resources effectively and efficiently to accomplish program outputs, and seeks opportunities to reduce program and administrative costs.
6. Devises an effective and efficient structure for organizational operations. Manages an effective process to acquire a diverse workforce with the necessary knowledge, skills, and abilities.
7. Fosters environment for effective customer service, meeting customers' expectations with cost-effective practices and providing accurate, useful information within specified time tables.
8. Coordinates efforts toward achieving NFC's short- and long-term plans in the development of NFC's project management support system.
9. Directs the design, development, and implementation of centralized financial and administrative systems at NFC. Provides NFC support for other related management information systems and required Governmentwide reporting.
10. Performs analyses and develops plans for the long-term replacement of the systems currently operated at NFC in conjunction with Departmental and customer plans and industry trends.

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11. Manages ongoing NFC programs involving centralized administrative payments, personnel processing and reporting, payroll, billings and collections, property management, and accounting systems for USDA, and through cross-servicing to other agencies.
12. Manages the design, development, implementation, and operation of the Thrift Savings Plan System authorized by P.L. 99-335, Federal Employees' Retirement System Act of 1986.
13. Coordinates NFC activities with central agencies such as the General Accounting Office, Department of Treasury, Office of Management and Budget, and General Services Administration.
14. Directs and coordinates support to the Investment Review Board.
15. Develops policy and procedures for the Investment Management Process and directs oversight of the selected phase for project initiation, cost, and schedule.
16. Develops and coordinates budget formulation with strategic plans and project direction.

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EQUAL EMPLOYMENT OPPORTUNITY STAFF

90 70 02 Equal Employment Opportunity Staff

Assignment of Functions

1. Advises National Finance Center (NFC) management officials on equal employment opportunity (EEO) matters.
2. Develops and ensures implementation of effective EEO plans of action for NFC. Ensures that appropriate clearances and approvals from the Chief Financial Officer, Deputy Director for Policy, the Office of Small and Disadvantaged Business Utilization, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting EEO programs.
3. Evaluates and prepares reports on the effectiveness of NFC EEO Program activities. Conducts studies and surveys to evaluate progress, identifies obstacles to equal opportunity, and recommends corrective course of action.
4. Coordinates the Career Enhancement Program for NFC which provides increased training and job opportunities for underutilized and undertrained employees at lower grade levels.
5. Manages the formal and informal EEO complaint processing system. Coordinates efforts required in fact finding, investigations, and agency resolution.
6. Administers the NFC Federal Women's Program, Hispanic Employment Program, Black Employment Program, Disability Employment Program, Federal Equal Opportunity Recruitment Program, Student Career Experience Program, Student Temporary Employment Program (STEP), Student Summer Employment Program, and other special recruitment programs.

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ADMINISTRATIVE MANAGEMENT STAFF

90 70 03 Administrative Management Staff

Assignment of Functions

1. Plans, develops, and administers a viable financial management program including capital and operating budget formulation, justification, execution, and reporting in accordance with the guidelines and requirements of the Office of the Chief Financial Officer (OCFO) and the National Finance Center's (NFC) Office of the Director.
2. Develops policies and administers comprehensive contracting and procurement programs within delegated authorities for NFC. Assists and advises NFC management on procurement planning and contracting issues.
3. Coordinates procurement planning and approvals with OCFO and appropriate Departmental Administration offices.
4. Manages the use of the purchase card program for simplified acquisitions including issuance to NFC employees, training NFC card holders, and monitoring of purchases made by them through the program.
5. Develops cost analyses, analyzes productivity statistics, performs trend analyses, and makes recommendations to NFC management.
6. Participates in the development of NFC organization proposals and projections of staffing and costs of changes.
7. Develops NFC travel-related policies and administers the NFC travel management program.
8. Manages the use of the Government travel charge card by NFC employees including card issuance, coordination with the contractor, and monitoring of purchases made with the charge card.
9. Develops, operates, and manages the billing algorithm to determine cost data for systems and services OCFO provides through NFC and provides users with accurate and detailed cost data. Prepares NFC's cost for each U.S. Department of Agriculture (USDA) user as published in the "Green Book." Develops reimbursable agreements between OCFO and non-USDA user agencies.
10. Develops strategic plans to document overall objectives and goals for accomplishment of the various programs carried out by NFC. Coordinates all planning and related reporting with OCFO Headquarters, affected organizations, and other agencies.
11. Coordinates and/or develops a variety of management information reports and position papers in support of the Office of the Director and OCFO.
12. Responds to Freedom of Information Act and Privacy Act requests for information by gathering information and costs, and preparing replies. Analyzes the impact of and compliance with Privacy Act and supporting regulations on NFC operations.

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ADMINISTRATIVE MANAGEMENT STAFF

90 70 03 Administrative Management Staff

13. Acts as the liaison for external audit groups such as the Office of the Inspector General and the General Accounting Office (GAO) by facilitating physical arrangements, arranging conferences, and developing responses to audit reports.
14. Monitors and tracks the corrective actions taken on agreed upon audit recommendations. Follows up, on a selective basis, on corrective actions reported as completed to ensure that the action was taken.
15. Coordinates the implementation of the review requirements for the Federal Managers' Financial Integrity Act (FMFIA). Tests transactions as part of the reviews. Prepares the FMFIA assessments, plans, and reports.
16. Performs reviews of NFC functions to ensure the adequacy of internal controls, compliance with regulations, and the integrity of the system. Recommends necessary corrective action to strengthen internal controls and reduce the NFC cost of operations. Periodically evaluates the effectiveness of each corrective action implemented. Evaluates, on a test basis, the accuracy of self-appraisals made by unit heads at NFC under the USDA Management Control Program.
17. Coordinates with OCFO Headquarters and GAO when recommended procedural changes require unique interpretation of GAO regulations or present novel approaches to existing practices.

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INFORMATION SYSTEMS POLICY AND CONTROL STAFF

90 70 04 Information Systems Policy and Control Staff

Assignment of Functions

1. Plans, develops, and administers viable Information Systems (IS) security, certification, and standards programs for the National Finance Center (NFC) in accordance with the Computer Security Act and U.S. Department of Agriculture (USDA), and Office of the Chief Financial Officer (OCFO) rules, regulations, policies, and procedures. Ensures that appropriate clearances and approvals from OCFO, the Office of the Chief Information Officer (OCIO), and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Coordinates all planning with the OCFO, affected organizations, and other agencies.
2. Provides advice and assistance to NFC managers, client security officers, supervisors, and employees on IS Security, Quality Assurance, and standards matters.
3. Promotes and conducts security awareness and quality assurance training.
4. Interprets and applies public laws, regulations, and directives to the NFC IS security program. Evaluates the effectiveness of the program with respect to meeting operating needs, technical adequacy, and regulatory compliance.
5. Develops, tests, implements, and maintains various security software systems to provide centralized administration of access to integrated IS systems and facilities.
6. Researches, analyzes, troubleshoots, and resolves access problems for all software systems.
7. Coordinates the identification of security requirements, development of access specifications, and implementation of access for new and modified applications software or purchased software packages.
8. Plans, develops, and administers a viable application software configuration management program, including coordination of independent software testing.
9. Develops, maintains, and implements naming conventions, software tools, and procedures for naming, compiling, moving, extracting, storing, and executing third, fourth, and fifth generations of development software.
10. Plans, develops, and administers a viable certification and accreditation program in accordance with Office of Management and Budget Circular A-130 and Departmental Regulations 3140.
11. Plans, coordinates, and directs the NFC IS standards program, including development and implementation of standards, technical bulletins, and advisory notes for all IS activities and facilities.

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90 70 04 Information Systems Policy and Control Staff

12. Plans, develops, implements, and directs a software quality assurance program, including monitoring, software metrics, analyzing factors and trends, and making recommendations to NFC management.
13. Collects and develops application software performance statistics, performs analyses, and makes recommendations to NFC management.
14. Maintains an awareness of state-of-the-art technological advances in the data processing industry and identifies potential software products to facilitate data security and application software maintenance and portability in an "open systems" environment.
15. Prepares IS security plans and performs IS risk analyses, security reviews, and evaluations which conform to applicable standards and guidelines.
16. Ensures data integrity by monitoring access activities to IS resources and facilities, investigates system security breaches, and recommends emergency procedures and appropriate internal controls to correct weaknesses. Tests adequacy of access controls and programs.
17. Develops and provides training and technical support for USDA and client IS security officers.
18. Participates in the planning, testing, development, and implementation of state-of-the-art software or hardware installed at NFC.
19. Prepares conceptual design and development plans and accomplishes the design, development, testing, and implementation of new or redesigned security administration and configuration management systems.
20. Plans and coordinates the development, testing, and maintenance of contingency operating and disaster recovery plans, software, and procedures to protect the operations of NFC.
21. Plans, budgets, coordinates, directs, implements, and tests the NFC contingency plans program.
22. Establishes and maintains access for all client agencies.
23. Supports all internal and external audits concerning access control, backup and recovery, and software change controls.
24. Performs feasibility studies to determine alternatives and approaches to provide recommendations to enhance the NFC security program.
25. Performs and documents risk analyses to identify security exposures for the NFC IS environment in accordance with Federal regulations.

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INFORMATION SYSTEMS POLICY AND CONTROL STAFF

90 70 04 Information Systems Policy and Control Staff

26. Serves as the Certificate Authority for users of digital identification and signatures.
27. Develops and coordinates the NFC Anti-virus Program.
28. Establishes, implements, monitors, and maintains the NFC firewalls to provide protection for Internet connections.
29. Coordinates, implements, and maintains the digital signature software and hardware configuration.
30. Monitors security activity to prevent misuse of NFC resources.

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HUMAN RESOURCES MANAGEMENT STAFF

90 70 05 Human Resources Management Staff

Assignment of Functions

1. Plans, develops, and administers a viable personnel management program for the National Finance Center (NFC) in accordance with Office of the Chief Financial Officer (OCFO) Headquarters' policies and Office of Personnel Management and Department of Personnel Management rules, regulations, policies, and procedures. Ensures that appropriate clearances and approvals from the OCFO Director, Human Resources Management, the Office of Operations, the Office of Personnel, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Provides advice and assistance to managers, supervisors, and employees.
2. Cooperates with the Equal Employment Opportunity Staff to integrate all affirmative action and special recruitment programs for NFC.
3. Maintains functional statements and organization charts in accordance with Departmental regulations. Prepares documentation for Departmental approval when necessary.
4. Administers classification program, nonstatus recruitment program consisting of Delegated Examining, Outstanding Scholar, Student Temporary Employment Program, and status recruitment program via merit promotion recruitment and placement actions in accordance with appropriate guidelines such as Title 5 Code of Federal Regulations, USDA Departmental Guidelines, Office of Personnel Management (OPM) Guidelines, remaining portions of the Federal Personnel Manual, and the NFC Merit Promotion Plan.
5. Conducts new employee orientation and processes all payroll and personnel actions for NFC employees as requested and/or as necessitated by regulations.
6. Safeguards and maintains Official Personnel Folders for all NFC employees, and forwards to the Federal Records Center or gaining agency upon separation from NFC.
7. Responds to Freedom of Information Act and Equal Employment Opportunity (EEO) requests for information by copying and releasing appropriate material.
8. Serves as the Contracting Officer Representative (COR) for the NFC Temporary Services Contract.
9. Plans, develops, and administers a comprehensive employee development program to enhance individual potential by improving present skills, broadening qualifications, improving attitudes and work habits, and promoting an understanding of organizational objectives, policies, and practices.
10. Adjudicates employee security clearances. Takes appropriate action on National Agency Check and Inquiry (NACI) results.

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HUMAN RESOURCES MANAGEMENT STAFF

90 70 05 Human Resources Management Staff

11. Conducts investigations on employee conduct. Takes sworn testimony from witnesses, gathers material evidence, and compiles a report of investigation. Assists supervisors and managers in determining appropriate action based on the results of the investigation. Investigates complaints received and referred by the Office of Inspector General for waste, fraud, and abuse.
12. Administers the Performance Management System. Provides assistance to managers and supervisors in developing effective performance standards that enhance personal performance and contribute to the accomplishment of organizational goals.
13. Serves as agency point of receipt and administrator for court-mandated pay garnishments.
14. Administers employee benefits. Counsels employees regarding time, leave, retirement, and insurance benefits. Prepares and submits documents to the Office of Personnel Management, Bureau of Retirement.
15. Provides consultation to supervisors and managers regarding employee conduct and performance issues. Assists in the management of discipline and performance-based actions.
16. Represents the interests of the Department on third-party challenges (Equal Employment Opportunity Committee (EEOC), Merit Systems Protection Board (MSPB), Office of Special Counsel (OSC), etc.). Serves as technical advisor for cases being tried in Federal court.
17. Monitors court decisions, and new and revised provisions of law and regulation as they pertain to labor relations, employee relations, and employee development. Interprets these laws as they relate to NFC and then issues verbal and written guidance.
18. Administers the provisions of the negotiated agreement between the American Federation of Government Employees (AFGE) Local 2341, the American Federation of Labor Congress of Industrial Organizations (AFL-CIO), and the OCFO/NFC. Serves as liaison in negotiating changes in working conditions interim to contract talks. Leads the NFC Management Team in negotiating labor/management contracts.
19. Protects the integrity of Human Resources Management (HRM) program areas by conducting internal audits and quality assurance monitoring.
20. Works closely with the EEO Staff and Morale Improvement Staff in improving the quality of work life of NFC employees.

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WORKFORCE SERVICES STAFF

90 70 06 Workforce Services Staff

Assignment of Functions

1. Develops and ensures the implementation of centerwide employment improvement projects, facilitating improvement of management and employee morale, and preventing and resolving disputes.
2. Administers the NFC Conflict Prevention and Resolution program to improve the quality of life for all NFC employees, improve morale, and reduce reliance upon NFC's and the Department's formal dispute resolution systems for addressing conflict in the workplace.
3. Plans, coordinates, directs, and monitors a comprehensive safety program, including the investigation of accident/injury incidents identified in reports, to eliminate or control hazardous practices and conditions and to ensure proper integration of safety considerations in NFC operations.
4. Plans, coordinates, directs, and monitors a comprehensive health services and counseling program including, but not limited to, Office of Workers' Compensation Program (OWCP), Federal Employee's Compensation Act (FECA), physical fitness, disease prevention and screening, health education and awareness, and employee assistance. Acts as liaison between management and employees to discuss requests for, entitlement to, and types of reasonable accommodations.
5. Administers the NFC Recognition and Appreciation Program, including but not limited to conducting and coordinating internal information and employee affairs and activities.

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FACILITIES & LOGISTICS SUPPORT STAFF

90 70 07 Facilities & Logistics Support Staff

Assignment of Functions

1. Plans, coordinates, and evaluates logistical support activities to provide appropriate space and essential building services, equipment, and supplies. Serves as liaison between the National Aeronautics and Space Administration (NASA), tenant contractor, and the National Finance Center (NFC) in matters related to space, work orders, building management, and controls.
2. Conducts an effective property management program providing for the acquisition, control, and disposition of NFC property in accordance with OCFO Headquarters requirements.
3. Coordinates with NFC divisions/staffs installation, planning, and site preparation for all automated data processing related equipment at NFC.
4. Plans and administers a sound physical security program at NFC designed to safeguard personnel and to prevent unauthorized access to facilities, equipment, and documents.
5. Manages and operates the acquisition and supply management programs for NFC, including the forecasting and control of materials, and the proper storage and warehousing of supplies, forms, paper, and property.
6. Provides records management support activities for NFC pertaining to the control, preservation, retirement, and/or disposal of official records.
7. Directs the processing and distribution of incoming and outgoing mail, messages, and other materials.
8. Provides transportation service for NFC.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 Information Resources Management Division

Assignment of Functions

1. Develops and manages policies and processes for the Enterprise Information System Architecture.
2. Implements and supports the information infrastructure, including engineering and operation of all platforms, management of the National Finance Center (NFC) network and communication (data, voice, video) functions, database administration for all platforms, and desktop support for all users of automated systems.
3. Develops short- and long-range plans for the division and, in coordination with Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at NFC. Ensures appropriate clearances and approvals from the Chief Financial Officer, Deputy Chief Financial Officer, Office of the Chief Information Officer (OCIO), and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. When applicable, maintains liaison with OCIO Headquarters and officials of the Department and other Government agencies to ensure responsiveness of NFC systems to the needs of user agencies.
4. Designs, develops, safeguards, maintains, and controls the use of all NFC database management systems. Manages, maintains, and ensures proper use of NFC's corporate integrated database dictionary and data warehouses.
5. Participates in the formulation of short-, intermediate-, and long-range information technology (IT) policies and procedures of NFC.
6. Coordinates NFC IT policies and programs with OCFO Headquarters, OCIO, and IT/Representatives (REP) committees, as required.
7. Conducts research and development studies for NFC on software/hardware technology and telecommunication acquisitions. Develops justifications and coordinates these with other NFC divisions/staffs for OCFO Headquarters' approval.
8. Directs and monitors the development, implementation, and maintenance of generalized systems and telecommunications software programs used by NFC, including operating systems, compilers, utilities, and database/data communications (DB/DC) software, etc.
9. Evaluates new operating system software and monitoring tools for NFC, and analyzes and coordinates impact of operating system changes.
10. Performs hardware performance monitoring and configuration management services to appraise the operation of NFC automated equipment and to make recommendations to enhance the equipment and processes.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 Information Resources Management Division

11. Directs and operates the Automatic Time Clock System to provide centralized timekeeping services to all operating units of NFC.
12. Directs, monitors, and operates NFC computer systems and related peripheral equipment. Maintains job stream management.
13. Schedules computer runs to accomplish transactions, updates of records, and preparation of reports and schedules.
14. Maintains effective liaison with OCFO Headquarters, OCIO, the Departmental Computer Centers, U.S. Department of Agriculture agency offices, the General Accounting office, and other departments of Government, as necessary, involving matters related to operation of NFC's automated equipment.
15. Establishes quality control standards on computer output documents and reports prepared by NFC.
16. Directs and controls computer output distribution for NFC.
17. Plans, coordinates, implements, and monitors office automation (OA) functions for NFC. Provides technical guidance in the OA area, recommends changes and improvements, and obtains technical approval for OA projects. Provides ongoing user support in OA.
18. Identifies and evaluates modern systems concepts, strategies, architectures, development methods, and tools and develops proficiency in the use of these to realize the modernization of the administrative processes.
19. Plans, coordinates, and monitors voice network functions at NFC. Provides usage reports to management when requested. Provides updated telephone number information when requested for the NFC telephone directory.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0010 Data Base Management Branch

Assignment of Functions

1. Maintains and supports mission-critical, high availability databases that must sustain large transaction volumes.
2. Designs, develops, safeguards, maintains, and controls the use of all National Finance Center (NFC) Data Base Management Systems (DBMS) such as DB2, IDMS, and ORACLE. Ensures database availability, physical database design, database change migration processes, end-user support, and application development support and performance.
3. Designs and defines the logical and physical structure of databases in NFC's DBMS.
4. Ensures database integrity, security, and recovery. Manages all corporate data assets which are maintained with enterprise-wide DBMS.
5. Recommends, in coordination with other NFC divisions/staffs, database standards and procedures including back-up processes.
6. Formulates, recommends, and implements NFC policies and programs in areas of database management.
7. Manages, maintains, and ensures proper use of NFC's corporate data dictionary and data repository.
8. Performs dynamic monitoring of databases and makes recommendations to improve performance and eliminate bottlenecks.
9. Provides technical assistance, consultation, and assists in training users in the design, development, and use of DBMS for all platforms.
10. Plans, evaluates, and coordinates the research and development of new and improved database management technology. Provides detailed analyses and recommendations. Efforts include physical design of database structures, the installation, maintenance, training, and troubleshooting of all database management software.
11. Reviews, certifies, and monitors system tests of database segments of new systems or systems modifications.
12. Ensures reliability of NFC's DBMS, including problem identification and resolution.
13. Develops a strategic plan to fully utilize DBMS technology for the U.S Department of Agriculture's centralized administrative systems.
14. Develops utilities to support the DBMS and improve user productivity.
15. Maintains DBMS design/program documentation in accordance with established standards.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0010 Data Base Management Branch

16. Develops and maintains Disaster Recovery procedures for the NFC's DBMS and database applications. Periodically tests these procedures at the Recovery Operations Center.
17. Provides enterprise information management services in support of application data analysis. Conducts the logical Enterprise Data Administration and maintains the logical Enterprise Data Models which document all information requirements. Responsible for logical data modeling, data documentation, development of standards for data administration, and population and management of a data repository.
18. Develops, maintains, and manages NFC's Discoverer 2000 Repository System for ORACLE databases.
19. Manages the integration of data from the Applications Development CASE tools, Corporate Data Dictionary, and Corporate Data Repository.
20. Manages the integration and architecture for application databases in a variety of DBMS's across multiple operating platforms.
21. Coordinates with other NFC organizations to ensure the quality of application databases and DBMS in conjunction with the DBMS and operating system hardware and software upgrades.
22. Develops, maintains, and manages NFC's FOCUS Reporting System which includes managing the FOCUS master files, and providing technical support for internal and external users.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0020 Operations Branch

Assignment of Functions

1. Provides 24-hours a day, 7-days a week (24 X 7) operational support for all platforms. Monitors the mainframe processors, peripheral equipment and environmental equipment, mounts tapes, handles outputs, and facilitates emergency recovery functions.
2. Coordinates the scheduling of computer runs with other organizations of the National Finance Center (NFC).
3. Keeps in constant touch with status of work and operational needs within NFC, sets cutoff dates for computer runs, schedules availability of outputs, and serves generally as logistics planning center of the system.
4. Establishes and enforces quality control standards on computer output documents and reports. Cooperates with user agencies and branches of NFC on quality control findings and helps define corrective action needed. Reviews and verifies accuracy of all computer generated schedules, reports, and other outputs. Initiates corrective action necessary.
5. Provides data/media management to include media reliability and archival storage.
6. Maintains liaison with other divisions of NFC and with customer agencies for computer services provided by NFC.
7. Operates NFC's computers and related peripheral equipment, and develops and monitors computer job stream management. Assists in determining job class requirements and processing standards.
8. Manages the Consolidated Service Desk – NFC Network Control Center/Help Desk – to provide for real-time network monitoring and assistance at the terminal, lines, and application levels to provide the central point of contact for technical support, maintenance assistance, and problem resolution. Analyzes real-time utilization statistics to assist in capacity planning, configuration management, and preparing management reports.
9. Coordinates sequencing of runs and solving machine-related problems. Coordinates with appropriate divisions/staffs on systems and programming problems.
10. Directs and controls computer output distribution to NFC operations and for release to agency offices. Maintains temporary reference files of computer outputs.
11. Directs and controls operation of microfilm/optical storage activities and products for NFC.
12. Plans and maintains control of computer environmental support services at NFC.
13. Coordinates the installation of all major automated data processing and related equipment at NFC. Ensures site is adequately prepared to facilitate installation and that environmental requirements are met.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0030 Systems Engineering Branch

Assignment of Functions

1. Designs, develops, maintains, and integrates systems hardware and software for all operating systems and associated peripherals, regardless of the platform. Develops, implements, and maintains operating system software and other related generalized software programs for the National Finance Center's (NFC's) computers.
2. Evaluates, implements, tests, customizes, and maintains new release of software products. Evaluates requests for software systems and new operating systems software. Analyzes and coordinates impact of operating systems changes to ensure that NFC is operating with supported versions.
3. Ensures the reliability of computer systems software used by NFC.
4. Recommends, in coordination with NFC Divisions/Staffs, Office of the Chief Financial Officer (OCFO) Headquarters, and Office of the Chief Information Officer, systems software standards and procedures for NFC use.
5. Provides special training and consulting services for NFC users in information technology areas.
6. Disseminates technical information on the capabilities and proper use of NFC computer operating systems.
7. Makes operating system changes for improved computer performance at NFC in conjunction with OCFO Headquarters.
8. Formulates and recommends NFC policies and programs in areas of systems engineering.
9. Reviews, evaluates, and improves, as appropriate, the operations and services of the branch. Implements monitoring tools to ensure the efficiency and effectiveness of operating system software.
10. Coordinates with NFC divisions/staffs the justification for new information technology (IT) software systems. Obtains OCFO/OCIO approval for procurements.
11. Monitors and evaluates the performance of NFC's computer systems and develops plans and proposals to eliminate obstacles and improve performance.
12. Advises management of modern systems capabilities and potentials and assists in the dissemination and assimilation of information about modern software technologies to other units at NFC.
13. Develops the Disaster Recovery process, backup media, and provides the staff to recover.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0040 Computer Resources Management Branch

Assignment of Functions

1. Performs computer configuration management for the National Finance Center (NFC) and develops justifications for acquisitions of computer hardware to meet system requirements. Prepares plans for either additional computer equipment or modifications to existing computer systems for Office of the Chief Financial Officer Headquarters' (OCFO) review and approval prior to submission to the Office of the Chief Information Officer (OCIO) as required.
2. Develops alternative approaches to best support NFC's information technology hardware and software requirements. Analyzes and evaluates alternatives associated with cost and impact on NFC's operating environment.
3. Coordinates with NFC divisions/staffs the justification for new information technology (IT) hardware and software systems. Obtains approval for procurements through OCFO Headquarters, OCIO, and contract operations. Establishes and maintains NFC technical liaison with other Government agencies who have responsibilities in IT procurement (i.e., General Accounting Office, Office of Management and Budget, and General Services Administration).
4. Identifies NFC hardware and software problems through the use of diagnostic tools and software packages. Coordinates with the Systems Engineering Branch to resolve hardware/software related problems.
5. Performs long-range capacity planning for IT hardware and software. Develops workload projections and plans through direct coordination with other NFC managers and customer agency representatives and vendor representatives. Analyzes present and projected workloads associated with personnel requirements, computer capacity, and capability. Translates developed workload projections into specific hardware requirements.
6. Provides utilization records. Prepares reports by specific computer system. Develops trend analyses and provides assessment of status of NFC computing capabilities.
7. Plans, maintains, and controls direct access storage device systems. Develops and maintains procedures to optimize utilization of resources and assists in resolving operational problems.
8. Advises management of modern systems capabilities and potentials. Assists in the dissemination and assimilation of information about modern software and hardware technologies to other units at NFC.
9. Develops and provides hardware and software technical specifications to the Procurement Staff.
10. Negotiates and coordinates technical requirements as requested.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0040 Computer Resources Management Branch

11. Develops Statements of Work for various types of contracts including asset management and seat management.
12. Provides System Management Facility (SMF) data for billing purposes as requested.
13. Evaluates technical proposals as required.
14. Serves as Contracting Officer's Technical Representatives (COTR's) ensuring that performance schedules and expenditure rates are maintained. Performs contract acceptance functions.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0050 Telecommunications Branch

Assignment of Functions

1. Plans, coordinates, monitors, and troubleshoots the National Finance Center (NFC) voice network. Develops the NFC telephone book and special usage reports for managers when requested. Monitors and evaluates capacity and performance of the NFC voice and data telecommunication facilities and develops plans and proposals to meet projected requirements.
2. Ensures the reliability of the NFC's telecommunications configuration, including problem identification, tracking, and resolution.
3. Develops and maintains a troubleshooting guide for all error problems relating to FTS 2001, Network Control Program, and Virtual Telecommunications Access Method (VTAM) applications.
4. Maintains a reporting/tracking system showing user utilization and problem correction.
5. Monitors all FTS 2001 lines checking for error conditions and availability.
6. Ensures telecommunications procedures are updated and executed timely.
7. Analyzes user response time and reports incidents of high deviance and corrective measures implemented.
8. Functions as technical liaison in the planning, design, and implementation of voice, data, and video telecommunications facilities. Interprets technical terms and advises NFC management about changes in technology or impact on system performance. Serves as FTS 2001 NFC manager and the Telecommunications Mission Area Control Officers point of contact.
9. Develops procedures and guidelines for ensuring security of data access during transmission.
10. Provides consulting services to users in the design, development, and use of telecommunication protocols and software interface.
11. Provides information and technical support to NFC and customer agencies regarding all telecommunications issues.
12. Coordinates interface of telecommunications requirements with other Departmental computer centers and Headquarters offices.
13. Evaluates impact of computer telecommunications systems performance, identifies associated problems, and researches and designs changes to hardware, software, and procedures.

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90 70 10 0050 Telecommunications Branch

14. Participates in development of IT standards and procedures relative to voice, data, and video telecommunications facilities of NFC.
15. Advises management of modern systems capabilities and potentials and assists in the dissemination and assimilation of information about modern telecommunications technologies to other units at NFC.
16. Installs and maintains the fiber optic lines for NFC.
17. Provides design, implementation, and monitoring for NFC's backbone local area network.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0060 Office Automation Branch

Assignment of Functions

1. Provides, plans, designs, develops, implements, installs, upgrades, and monitors network management services and security for the Local Area Network (LAN) at the National Finance Center (NFC). Provides general cabling for the network environment and analyzes network performance to improve LAN utilization. Manages LAN resources through the use of configuration management tools. Participates in the defining and documentation of NFC's LAN policies, standards, and procedures.
2. Provides, designs, implements, upgrades, procures, and maintains the NFC CD-ROM Production Systems. Ensures production is maintained and supports implementation and conversion tasks associated with new distributions.
3. Provides, designs, implements, upgrades, procures, and maintains the NFC Client/Server Development environments. Provides continuous support and maintenance, as well as expert console in application system design matters.
4. Provides users with customer service support to resolve hardware, software, and LAN-related issues by providing a single point of contact through the Network Control Center (NCC) help desk. The help desk provides the utilization of an automated trouble ticketing system to manage call placement. The system allows Office Automation (OA) to track and evaluate IT service, support quality, and responsiveness to NFC users.
5. Ensures that leading edge technology is maintained for all computerized resources outside of the main host computer environment. Evaluates new hardware and software products to determine feasibility for use at NFC.
6. Provides, plans, designs, develops, implements, upgrades, and monitors electronic mail services providing maximum security for NFC. Ensures overall direction, control, documentation, policies and supervision of the electronic mail system. Provide overall direction, control, policy, and supervision of remote access to the electronic mail system.
7. Defines and ensures documentation of NFC OA standards, policies, and procedures on an ongoing basis to include all operating system environments, LAN servers, workstations, backup and recovery systems, diagnostics, and virus scanning.
8. Provides, designs, implements, upgrades, procures, and maintains NFC's multiple Web servers, Proxy server, and the Automated Time Clock System (ATS). Participates in overall direction, control, documentation, policies, and supervision of the multiple Web servers, Proxy server, and ATS.

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INFORMATION RESOURCES MANAGEMENT DIVISION

90 70 10 0060 Office Automation Branch

9. Develops contingency planning for losses of various systems and infrastructure. Manages resource replacement projects and designs overall system solutions. Develops acquisition strategies for leading edge information technology and resource procurement for NFC. Conducts cost estimates and recommends the most cost effective information resource solutions.
10. Establishes NFC-wide plans for PC/workstation support and maintenance. Determines technical specifications for hardware and software. Monitors renovation of mission critical systems to ensure systems will be modified or replaced to compensate for known or discovered deficiencies when necessary. Coordinates asset and configuration management of hardware and software resources to include procurement, installation, deployment, and inventory. Coordinates with the Facilities & Logistics Support Staff, the preparation of facilities and the installation of all OA and related equipment at NFC.
11. Advises NFC managers on the potential benefits/uses of automation to improve the efficiency of administrative support and program operations. Presents an annual NFC OA Technical Fair to showcase the latest leading edge and state-of-the-art technology.
12. Analyzes manual work processes to determine if automation is feasible and beneficial. Determines equipment and/or software needs to facilitate automation.
13. Provides overall directions, control, and supervision of contractors/consultants assigned to OA. Contractors/consultants are assigned many varied and specialized tasks provided through work orders, electronic mail, or verbally.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 Thrift Savings Plan Division

Assignment of Functions

1. Develops short- and long-range plans for the Division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of Thrift Savings Plan (TSP) developmental and operational activities at the National Finance Center (NFC).
2. Maintains close liaison with OCFO Headquarters, the Federal Retirement Thrift Investment Board (Board), and officials of the Department and other Government entities to identify program requirements and/or management needs, and to ensure responsiveness of the TSP System. Ensures that appropriate clearances and approvals from the Deputy Chief Financial Officer, Office of the Chief Financial Officer, and other Departmental staff offices, as appropriate, are obtained prior to implementing new and/or revised policies affecting the TSP programs.
3. Participates in the formulation, development, and implementation of policies, plans, systems, and procedures related to the TSP.
4. Develops Thrift Savings Plan Division (TSPD) internal policies for the systems that adhere to NFC, OCFO Headquarters, and Departmental rules and regulations and which accomplish the requirements of the Board.
5. Prepares conceptual design and development plans, functional requirements documents, project plans, and accomplishes the design, development, testing, and implementation of all new or redesigned components of the TSP System. Plans, conducts, and documents post implementation reviews.
6. Develops and maintains TSP application systems that are responsive to the requirements of the Board.
7. Coordinates with other organizations and the Board to interpret user needs as described in the requirements packages and develops systems.
8. Effects software changes to enhance operational efficiencies to improve application software effectiveness and to comply with changes in the NFC technical environment.
9. Fine tunes software and corrects or adjusts when required. Coordinates modifications with all users and developers.
10. Acts as Contracting Officer's Technical Representative for all contracts let by TSPD for requirements and programming assistance.
11. Develops and fully documents the requirements for new or redesigned processes which support the TSP System, in close coordination with the Board. Provides information

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THRIFT SAVINGS PLAN DIVISION

90 70 20 Thrift Savings Plan Division

required by regulatory agencies to summarize accumulated accounting data for management purposes.

12. Coordinates the activity of NFC organizations external to the staff involved in services to TSP.
13. Maintains liaison with organizations that report TSP System transactions, provides counseling to separated/retired participants regarding TSP benefits, and answers inquiries from active participants concerning the processing of loan requests, withdrawals, fund balances, interfund transfers, and other TSP matters.
14. Provides accounting and fiscal support to the Board. Ensures timeliness and reliability of accounting records and reports produced for TSP by coordinating system processing, performing regular analysis of TSP participant and fund records to ensure that all accounting records reconcile, monitoring the system, and responding to the needs of users.
15. Participates in the development, testing, and maintenance of contingency operating and disaster recovery plans, software, and procedures provided by NFC's Information Systems Policy and Control Staff to protect the routine operation of TSP in coordination with other NFC organizations.
16. Accumulates and prepares information to the Financial Management Control Office (FMCO) for budgetary issues related to TSP System development and operation reimbursable agreements with the Board. Tracks actual expenses as compared to budget. Prepares data for midyear budget reviews with FMCO and Board staff.
17. Coordinates and tracks responses to audit recommendations that pertain to the TSP System. Schedules and leads monthly video conference reviews with TSPD, and pertinent NFC and Board staffs concerning audit recommendations with pending due dates for NFC and/or TSPD action.
18. Directs the operation of the production TSP System.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0010 TSPD Asset Management Branch

Assignment of Functions

1. Develops and fully documents the functional requirements for new and/or redesigned systems in close coordination with the Office of the Chief Financial Officer (OCFO) Headquarters and the Federal Retirement Thrift Investment Board (Board).
2. Performs detailed analyses of Board program requirements and works closely with Operations Branch personnel, agencies, Board staff, and other organizations to ensure that all operational requirements and/or user needs are defined in the functional requirements.
3. Develops and defines Thrift Savings Plan (TSP) System accounting requirements ensuring that all accounting records can be reconciled with proper accounting controls and that all applicable accounting regulations (Internal Revenue Service (IRS), Government Accounting Office (GAO), Office of Management Budget (OMB), etc.) are adhered to.
4. Reviews, analyzes, and provides feedback to management on the impact of possible functional requirements changes that may affect the TSP System. Prepares impact analysis reports and convenes Software Configuration Review Board (SCRB) meetings in accordance with the Thrift Savings Plan Division's (TSPD) Software Development Methodology (SDM).
5. Develops cost/benefit analyses as requested by the Board and analyzes/manages requirements changes in accordance with the TSPD's SDM.
6. Develops software development project (SDP) plans in accordance with TSPD's SDM. Prepares detailed estimates of work effort and duration, as well as Software Configuration Management (SCM), Risk Management (RM), and Software Quality Assurance (SQA) Plans.
7. Tracks and reports the status of software projects in accordance with TSPD's SDM. Prepares weekly and monthly status reports using Earned Value Analysis techniques. Reports all risks and issues to Management as they are identified.
8. Maintains status reports of TSP projects under development. Reports regularly to the Board on the status of developmental projects and establishes and monitors resource requirements needed to complete each outstanding project.
9. Advises management of modern systems capabilities and potentials, and assists in the dissemination and assimilation of information about modern software technologies to other units at NFC.
10. Designs and develops software in compliance with the baselined functional requirements for all new or redesigned segments of the TSP System. Coordinates with other organizations and the Board to interpret user needs as described in the requirements package and develops detailed design documents. Develops and implements special forms on the Xerox printer.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0010 TSPD Asset Management Branch

11. Maintains ADP application systems logic and program documentation in accordance with established NFC standards. Checks program codes in and out of the SCM Library in accordance with TSPD's SDM.
12. Develops software test plans and ensures that all software changes are tested. Prepares traceability matrices that track all functional requirements to the test plans.
13. Coordinates system testing to ensure the adequate determination and disclosure of financial information, soundness of accounting practices, and adherence to Board requirement statements.
14. Coordinates the implementation of modified software with the Operations Branch, Board staff, and other NFC organizations.
15. Coordinates the technical support for the TSP System required from other NFC organizations. Maintains liaison with all who participate in the development and revision of the TSP System.
16. Coordinates and participates in the development of National Finance Center (NFC) responses to Board requests for comments on policy, system, planning, and/or procedural change proposals.
17. Provides information and technical assistance as required to authorized internal and external audit groups.
18. Develops procedures and conducts post implementation reviews on selected enhancements for quality assurance purposes.
19. Participates in policymaking discussions with the Board regarding system development.
20. Coordinates the development of TSPD and NFC directives that guide users on existing or new procedures to provide accurate data to the TSP System. When appropriate, develops draft TSP bulletins and memoranda for issuance Governmentwide.
21. Defines and creates appropriate TSP databases using current databases or formulates new databases as needed. Develops, implements, and maintains separate databases to ensure quality assurance as specified by the Board and NFC standards.
22. Develops procedural documentation, as required.
23. Participates in the development and testing of the business continuation plan.
24. Develops, tests, installs, and maintains the programs to support the TSP Voice Response System.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0010 TSPD Asset Management Branch

25. Develops, tests, installs, and maintains the programs to support the TSP Web Server on the Internet.
26. Performs, in coordination with the Board, long-range planning to identify hardware, software, and personnel requirements.
27. Develops and maintains personal computer programs for the Board, as required.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0020 TSPD Withdrawals Branch

Assignment of Functions

1. Develops, in close coordination with the Office of the Chief Financial Officer (OCFO) Headquarters and the Federal Retirement Thrift Investment Board (Board), and fully documents the functional requirements for new and/or redesigned systems.
2. Performs detailed analyses of Board program requirements and works closely with Operations Branch personnel, agencies, Board staff, and other organizations to ensure that all operational requirements and/or user needs are defined in the functional requirements.
3. Develops and defines Thrift Savings Plan (TSP) System accounting requirements ensuring that all accounting records can be reconciled with proper accounting controls and that all applicable accounting regulations (Internal Revenue Service (IRS), Government Accounting Office (GAO), Office of Management Budget (OMB), etc.) are adhered to.
4. Reviews, analyzes, and provides feedback to management on the impact of possible functional requirements changes that may affect the TSP System. Prepares impact analysis reports and convenes Software Configuration Review Board (SCRB) meetings in accordance with the Thrift Savings Plan Division's (TSPD) Software Development Methodology (SDM).
5. Develops cost/benefit analysis as requested by the Board and analyzes/manages requirements changes in accordance with the TSPD's SDM.
6. Develops software development project (SDP) plans in accordance with TSPD's SDM. Prepares detailed estimates of work effort and duration, as well as Software Configuration Management (SCM), Risk Management (RM), and Software Quality Assurance (SQA) Plans.
7. Tracks and reports the status of software projects in accordance with TSPD's SDM. Prepares weekly and monthly status reports using Earned Value Analysis techniques. Reports all risks and issues to Management as they are identified.
8. Maintains status reports of TSP projects under development. Reports regularly to the Board on the status of developmental projects and establishes and monitors resource requirements needed to complete each outstanding project.
9. Designs and develops software in compliance with the baselined functional requirements for all new or redesigned segments of the TSP System. Coordinates with other organizations and the Board to interpret user needs as described in the requirements package and develops detailed design documents. Develops and implements special forms on the Xerox printer.
10. Maintains ADP application systems logic and program documentation in accordance with established NFC standards. Checks program code in and out of the SCM Library in accordance with TSPD's SDM.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0020 TSPD Withdrawals Branch

11. Develops software test plans and ensures that all software changes are tested. Prepares traceability matrices that track all functional requirements to the test plans.
12. Coordinates the system testing to ensure the adequate determination and disclosure of financial information, soundness of accounting practices, and adherence to Board requirement statements.
13. Coordinates the implementation of modified software with the Operations Branch, Board staff, and other NFC organizations.
14. Coordinates the technical support for the TSP System required from other NFC organizations. Maintains liaison with all who participate in the development and revision of the TSP System.
15. Coordinates and participates in the development of National Finance Center (NFC) responses to Board requests for comments on policy, system, planning, and/or procedural change proposals.
16. Provides information and technical assistance as required to authorized internal and external audit groups.
17. Develops procedures and conducts post implementation reviews on selected enhancements for quality assurance purposes.
18. Participates in policymaking discussions with the Board regarding system development.
19. Coordinates the development of TSPD and NFC directives that guide users on existing or new procedures to providing accurate data to the TSP System. When appropriate, develops draft TSP bulletins and memoranda for issuance Governmentwide.
20. Defines and creates appropriate TSP databases using current databases or formulates new databases as needed. Develops, implements, and maintains separate databases to ensure quality assurance as specified by the Board and NFC standards.
21. Develops procedural documentation, as required.
22. Participates in the development and testing of the business continuation plan.
23. Develops, tests, installs, and maintains the programs to support the TSP Voice Response System.
24. Develops, tests, installs, and maintains the programs to support the TSP Web Server on the Internet.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0020 TSPD Withdrawals Branch

25. Performs, in coordination with the Board, long-range planning to identify hardware, software, and personnel requirements.
26. Develops and maintains personal computer programs for the Board, as required.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0030 TSPD Operations Branch

Assignment of Functions

1. Operates the production Thrift Savings Plan (TSP) System to process TSP data received from servicing payroll offices, personnel offices, the Federal Retirement Thrift Investment Board (Board), and individual participants. Analyzes production run results to verify the accuracy and completeness of reports including identifying and correcting discrepancies.
2. Maintains liaison with payroll offices and personnel offices that service TSP participants and the Board to coordinate activities related to submission of TSP data, correction of errors, and transfer of funds.
3. Conducts studies of TSP operations to ensure adequate determination and disclosure of financial information and soundness of operational practices and makes recommendations for system enhancements or improvements. Analyzes proposed system changes to determine overall impact on the operations of the system and to ensure data reliability.
4. Participates in the development of National Finance Center (NFC) directives that guide users on existing or new procedures for providing accurate data to the TSP System. When appropriate, participates in the development of draft TSP bulletins and memoranda for issuance Governmentwide.
5. Reviews, analyzes, and provides feedback to management on the impact of proposed changes that may affect TSP System operations. Provides cost/benefit analysis input to the TSP development branches.
6. Provides technical assistance and counsels personnel and payroll offices and active separated employees on withdrawals, loans, accounts maintenance, and interfund transfers as well as a wide range of TSP matters.
7. Performs operating accounting functions such as reconciliation of accounts maintenance data submitted by payroll offices and maintenance and reconciliation of individual TSP participant account balances and fund records.
8. Provides direct support to TSP participants and their servicing payroll organizations in all aspects of the TSP loan program.
9. Processes withdrawal, loan, and court-ordered disbursements ensuring that the requirements established by law and the Board regulation are met prior to the disbursement of TSP funds.
10. Reconciles TSP financial integrity reports including contributions, adjustments, forfeitures, withdrawals, earnings, interfund transfers, and loans; reports funds balances to the Board for transfer; reconciles the General Ledger to the TSP database; and handles all accounting adjustments affecting the TSP System.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0030 TSPD Operations Branch

11. Maintains individual TSP participant account records including records of original documents stored at approved off-site locations, microfilm documentation, electronically stored data, and appropriate hard-copy documents.
12. Responds to requests for historical account information from payroll and personnel offices, the Board, Congressional offices, and separated participants or their legal representative or heirs.
13. Complies with the Board, Internal Revenue Service (IRS), and Treasury regulations for reporting TSP distributions to TSP participants and taxing authorities.
14. Coordinates closely with appropriate Board offices to ensure the accuracy of plan-related financial records.
15. Participates, as appropriate, in system tests of new and modified TSP System features to ensure all user needs are met.
16. Develops and maintains procedural documentation concerning the TSP operations and ensures the soundness of operational practices performed by the Branch. Participates with the TSP development branches in the development of test and implementation plans.
17. Coordinates the activity of other NFC organizations necessary to support TSP operations.
18. Provides, in close coordination with the Board, for a program of demographic data quality control with respect to data maintained by the TSP System.
19. Participates in policymaking discussions with the Board regarding TSP operations.
20. Participates in the development and testing of the business continuation plan.
21. Participates in the auditing process for both internal and external audits.
22. Participates with the TSP development branches in long-range planning to identify hardware, software, and personnel requirements.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0040 TSPD Loans Branch

Assignment of Functions

1. Develops and fully documents the functional requirements for new and/or redesigned systems, in close coordination with the Office of the Chief Financial Officer (OCFO) Headquarters and the Federal Retirement Thrift Investment Board (Board).
2. Performs detailed analyses of Board program requirements and works closely with Operations Branch personnel, agencies, Board staff, and other organizations to ensure that all operational requirements and/or user needs are defined in the functional requirements.
3. Develops and defines Thrift Savings Plan (TSP) System accounting requirements ensuring that all accounting records can be reconciled with proper accounting controls and that all applicable accounting regulations (IRS, GAO, OMB, etc.) are adhered to.
4. Reviews, analyzes, and provides feedback to management on the impact of possible functional requirements changes that may affect the TSP System. Prepares impact analysis reports and convenes Software Configuration Review Board (SCRB) meetings in accordance with the Thrift Savings Plan Division's (TSPD) Software Development Methodology (SDM).
5. Develops cost/benefit analysis as requested by the Board and analyzes/manages requirements changes in accordance with the TSPD's SDM.
6. Develops software development project (SDP) plans in accordance with TSPD's SDM. Prepare detailed estimates of work effort and duration, as well as Software Configuration Management (SCM), Risk Management (RM), and Software Quality Assurance (SQA) Plans.
7. Tracks and reports the status of software projects in accordance with TSPD's SDM. Prepare weekly and monthly status reports using Earned Value Analysis techniques. Reports all risks and issues to Management as they are identified.
8. Maintains status reports of TSP projects under development. Reports regularly to the Board on the status of developmental projects and establishes and monitors resource requirements needed to complete each outstanding project.
9. Designs and develops software in compliance with the baselined functional requirements for all new or redesigned segments of the TSP System. Coordinates with other organizations and the Board to interpret user needs as described in the requirements package and develops detailed design documents. Develops and implements special forms on the Xerox printer.
10. Maintains automated data processing (ADP) application systems logic and program documentation in accordance with established NFC standards. Checks program code in and out of the SCM Library in accordance with TSPD's SDM.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0040 TSPD Loans Branch

11. Develops software test plans and ensures that all software changes are tested. Prepares traceability matrices that track all functional requirements to the test plans.
12. Coordinates the system testing to ensure the adequate determination and disclosure of financial information, soundness of accounting practices, and adherence to Board requirement statements.
13. Coordinates the implementation of modified software with the Operations Branch, Board staff, and other NFC organizations.
14. Coordinates the technical support for the TSP System required from other NFC organizations. Maintains liaison with all who participate in the development and revision of the TSP System.
15. Coordinates and participates in the development of National Finance Center (NFC) responses to Board requests for comments on policy, system planning, and/or procedural change proposals.
16. Provides information and technical assistance as required to authorized internal and external audit groups.
17. Develops procedures and conducts post implementation reviews on selected enhancements for quality assurance purposes.
18. Participates in policymaking discussions with the Board regarding system development.
19. Coordinates the development of TSPD and NFC directives that guide users on existing or new procedures to providing accurate data to the TSP System. When appropriate, develops draft TSP bulletins and memoranda for issuance Governmentwide.
20. Defines and creates appropriate TSP databases using current databases or formulates new databases as needed. Develops, implements, and maintains separate databases to ensure quality assurance as specified by the Board and NFC standards.
21. Develops procedural documentation, as required.
22. Participates in the development and testing of the business continuation plan.
23. Develops, tests, installs, and maintains the programs to support the TSP Voice Response System.
24. Develops, tests, installs, and maintains the programs to support the TSP Web Server on the Internet.

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THRIFT SAVINGS PLAN DIVISION

90 70 20 0040 TSPD Loans Branch

25. Performs long-range planning to identify hardware, software, and personnel requirements in coordination with the Board.
26. Develops and maintains personal computer programs for the Board, as required.

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FINANCIAL SERVICES DIVISION

90 70 30 Financial Services Division

Assignment of Functions

1. Develops short- and long-range plans for the division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at the National Finance Center (NFC). Ensures appropriate clearances and approvals from the CFO, Deputy CFO, the Office of Inspector General, the Office of the General Counsel, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. When applicable, maintains liaison with OCFO Headquarters, officials of the Department, and other agencies to ensure responsiveness of NFC systems to the needs of user agencies.
2. Participates in the formulation, development, and implementation of policies, plans, systems, and procedures related to OCFO operational and financial management programs carried out by NFC. Coordinates these programs with OCFO Headquarters policy officials and staff.
3. Participates, advises, and collaborates as appropriate in improving accounting operations, administrative payments, and payroll/personnel documentation processing.
4. Maintains and controls the entry of all transactions processed into the financial and accounting systems; reports all expenditures and collections processed by NFC to Treasury; and certifies legality and accuracy of payments of salary, wages, travel, and commercial transactions.
5. Analyzes and reconciles automated financial reports and prepares nonroutine special reports for submission to agencies and other governmental entities, assists user agencies in developing new or modifying existing reports to meet needs, and analyzes recurring problems and initiates corrective action to chart of accounts and/or internal control procedures.
6. Maintains liaison with and provides a wide range of financial services to agencies under reimbursable agreement.
7. Establishes audit criteria to ensure integrity of payments; analyzes and corrects computer system rejects related to payroll, personnel, and administrative payments; and establishes, maintains, and controls full payment systems for unique payments.
8. Researches and responds to all written and telephone inquiries relative to payroll, personnel, administrative payments, billings and collections, property management, and accounting transactions processed.
9. Analyzes systems to ensure the legality and accuracy of salary and administrative payments and to improve the operational effectiveness of the systems.

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10. Develops and conducts training in appropriate media for users in the preparation and submission of processing documents, the capabilities and navigation features of NFC automated systems, and the resolution of technical problems related to system processing.
11. Reconciles accounting transactions for payroll, retirement, health and life insurance, taxes, and other employee salary deductions and establishes, maintains, and controls tables necessary to validate and edit payroll and accounting transactions.
12. Establishes internal policies relative to handling the billings and collections functions; issues bills and applies payments for over, duplicate, or erroneous payment, employee indebtedness, and reimbursable services rendered; and analyzes aged accounts receivable and bankruptcy cases and initiates appropriate collection action.
13. Ensures compliance with cash and debt management practices and principles as they relate to payments, claims, and collections.
14. Develops, in coordination and consultation with users, requirements for new or redesigned financial systems which support activities.
15. Analyzes impact of necessary changes on the financial and accounting reporting systems and fully describes the changes in terms of new and different requirements. Interprets proposed legislation and determines appropriate system changes. Monitors systems implementation through participation in systems testing prior to implementation.
16. Develops and coordinates with user agencies external and internal NFC procedures for all new or redesigned systems. Trains agency personnel in the use of procedures.
17. Conducts in-depth studies of program operations and systems evaluations. Performs an evaluative analysis of NFC established programs and systems.
18. Manages the agency's Employee Suggestion Program and evaluates all suggestions affecting NFC operations.
19. Manages the NFC's Forms Management Program. Develops, coordinates, and maintains liaison with the user community on all external and internal NFC forms involving NFC functions.
20. Provides graphic arts, visual aids, and photo composition services for the NFC. Coordinates the acquisition of photographic services.
21. Provides overall planning, direction, and coordination for the implementation of other Federal departments and agencies into any or all of the automated systems provided by NFC.
22. Provides technical information to users regarding availability of NFC services and techniques. Interacts with users to determine needs for information, tools, or interactive application packages available.

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23. Maintains a “help desk” to assist users in problem resolution. Analyzes user calls and assembles management statistical reports showing usage, problems, and solutions.
24. Operates a Customer Support office in the Washington, D.C., area to provide users access to NFC in the event of equipment malfunction at their sites, to provide training facilities, and to serve as a “showcase” of NFC capabilities.
25. Provides site, equipment, and personnel to demonstrate and “showcase” the capabilities of the products and services available from NFC. Provides a physical direct link to NFC.
26. Supplies source of emergency equipment usage for short-term periods for Washington area users.
27. Coordinates and provides the training facilities and equipment necessary to support the training needs of NFC customers in the Washington area.
28. Provides on-site systems and services consultations to users. Assists users in “troubleshooting” errors and solving problems.
29. Maintains liaison with the Office of the Chief Financial Officer, U.S. Department of Agriculture offices, and other Government offices in the Washington area.
30. Represents NFC at user group meetings to gather and provide information on user issues and concerns.
31. Serves as customer representatives to represent the customers’ issues and concerns within NFC and tracks them to resolution.
32. Markets the NFC products and services to potential customers through conferences, exhibits, advertisements, other marketing opportunities, and personal contacts.

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FINANCIAL SERVICES DIVISION

90 70 30 0010 Accounting Operations Branch

Assignment of Functions

1. Maintains and controls the entry of all transactions processed by the National Finance Center (NFC) into the Central Accounting System (CAS) and subsidiary records in accordance with generally accepted accounting principles. Coordinates the production of monthly General Ledger and Budget Cost Reports.
2. Prepares various routine, nonroutine, and special reports requested by user agencies or other Government entities. Establishes, maintains, and controls tables necessary to perform office functions including Management Accounting Structure Codes tables used to validate and edit accounting entries and reporting.
3. Controls, updates, and corrects accounting for CAS adjustments and payroll force releases.
4. Maintains liaison with non-CAS agencies and departments to research and resolve problems which arise, provide specialized reports, and assure accuracy of accounting data furnished.
5. Reviews and certifies legality and correctness of all payments processed by NFC in accordance with generally accepted accounting and auditing principles and applicable regulations of the Comptroller General and Department of Treasury.
6. Initiates modifications to CAS and participates in the testing, review, and approval of all systems changes affecting the recording of transactions and the certification of payments. Participates in the development and implementation of audit standards for NFC administrative payments. Standards are developed within broad Departmental and General Accounting Office guidelines.
7. Maintains liaison with Treasury Financial Centers and, when requested, initiates requests for recertified checks, hold orders, and cancellation of checks and U.S. Savings Bonds. Determines identification of checks returned to NFC for disbursing offices.
8. Maintains liaison with Treasury Financial Management Service concerning all problems involving Treasury reporting requirements for cash expenditures and collections. Records and reports to Treasury those expenditures and collections for USDA and user agencies which are processed by NFC.
9. Submits Lost Earnings records to Thrift Savings Plan (TSP) monthly on an as-needed basis. Resubmits payroll items rejected at TSP, manually to TSP. Acts as a liaison between NFC payroll office and TSP. Responds to questions regarding TSP adjustments, payroll adjustments, and any other TSP items. Bills agencies for lost earnings charged to NFC suspense and prepares caps documents related to delete reports.
10. Forwards Online Payment And Collection (OPAC) System Bills and supporting documentation accurately and timely to the appropriate department for processing.

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90 70 30 0010 Accounting Operations Branch

11. Receives, reviews for completeness, revises as necessary, and batches a wide variety of source documents for data entry into the computer system.
12. Converts source document information into computer acceptable input using micro and minicomputers.
13. Reviews and analyzes input errors to determine appropriate corrective action.
14. Establishes, updates, maintains, and controls tables necessary to validate and to edit information processed by NFC.
15. Collects and accumulates payment data and issues Form 1099's to the appropriate vendors and individuals.

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90 70 30 0020 Accounting Reconciliation Branch

Assignment of Functions

1. Ensures that cash transactions and balances are properly recorded and reconciled to Treasury reports and the general ledger.
2. Ensures that recertified payment transactions are reconciled to Treasury reports and recorded timely and accurately in the Document Tracking System (DOTS).
3. Ensures that the cash transactions reported on the Statement of Transactions are accurately and timely recorded in the general ledger.
4. Improves the quality of General Ledger accounting by revising the General Ledger transaction codes (GLID), revising controls in existing General Ledger accounts, revising General Ledger account structure, initiating revisions to feeder system programs, and recommending changes to processing methods which affect accounting transactions.
5. Maintains internal tracking system to ensure that all intragovernmental collections and disbursements are recorded properly in Treasury's Standard Form, SF-1081, and GOALS-OPAC (Government On-line Accounting Link System, Online Payments And Collections System).
6. Ensures that all cash transactions are supported by adequate audit trails and are maintained in compliance with General Accounting Office (GAO), Treasury, and Office of Management and Budget (OMB) regulations.
7. Reconciles General Ledger accounts to related feeder masters and subsidiary records including property, travel advances, and imprest funds.
8. Ensures all OPAC transactions are accurately and timely updated to General Ledger suspense.
9. Transmits and receives OPAC billing and collection data performing numerous routine operational procedures.
10. Monitors NFC suspense balance in General Ledger accounts. Investigates and resolves problems identified.

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90 70 30 0030 Accounting Reporting Branch

Assignment of Functions

1. Reconciles and evaluates Central Accounting System (CAS) and Foundation Financial Information System (FFIS) agency financial reports to ensure the accuracy of accounting data being reported. Prepares financial and accounting reports required by the Department of the Treasury, Office of Management and Budget (OMB), and U.S. Department of Agriculture, and other user agencies.
2. Reviews and analyzes financial reports for submission to user agencies and other governmental agencies on a regular basis. Prepares nonroutine special reports requested by user agencies, other Departments, Congress, and OMB.
3. Recognizes the need for changes and improvements to CAS and FFIS, and recommends requirements for these system modifications. As approved and developed, tests and recommends implementation of such changes and improvements.
4. Maintains liaison, through telephone contacts and written correspondence, with user agencies concerning accounting problems and reporting needs. Coordinates with these organizations to resolve problems and to meet their needs.
5. Receives necessary adjustments to financial statements and reports. Reviews requests for accounting adjustments prepared by user agencies for accuracy and coordinates attendant problems to expedite adjustments.
6. Maintains effective liaison with representatives of Departmental agencies, user agencies, and other departments of the Government who receive NFC data and output.
7. Determines the correct entry for any operating plan and budget documents rejected by system edits.
8. Provides reimbursable accounting services to the Agricultural Research Service (ARS) to support the operation of CAS.
9. Provides inquiry support services for ARS-related accounting functions and other financial activities.
10. Identifies system deficiencies and errors through use of the Budget Cost/General Ledger balancing routine, and recommends corrective action.
11. Provides support to the OCFO in the preparation of the Department's Consolidated Financial Statements and the transmission of Treasury's Federal Agency Central-Trial Balance System (FACTS) data.
12. Provides functional and technical support in the conversion of agencies from CAS to FFIS.

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90 70 30 0040 Payroll/Personnel Branch

Assignment of Functions

1. Processes automated and manual salary payments for all United States Department of Agriculture (USDA) agencies and all user agencies in an efficient and effective manner.
2. Establishes internal controls to ensure propriety of automated and manual payments and timeliness and validity of related accounting records processed into the accounting system. Initiates action to recover any duplicate payments made.
3. Receives, reviews, and corrects Time and Attendance reports created and transmitted by all USDA agencies and all other user agencies with final input into the Payroll/Personnel System for proper salary payments.
4. Operates a full manual payment function, including reporting, record maintenance, adjustments, and accounting distribution for those payments that cannot be processed through the automated payment systems. Collaborates with other National Finance Center (NFC) operating units in the interface of the assigned manual processes and the processes necessary to convert the manual data to an automated processing mode.
5. Analyzes all payment transactions identified by the computer system as rejects or as transactions requiring special audit. Researches records, regulations, and laws to ascertain the propriety of payment and related document processing. Contacts user agencies and, as necessary, other Government agencies in order to effect changes which will render input documents acceptable for computer processing. Reprocesses rejected input documents.
6. Receives written and telephone inquiries from Congress, USDA agencies, and other user agencies regarding payroll and personnel transactions. Researches records and procedures and provides written and oral authoritative guidance and advice related to unique individual transactions. Examines all inquiries for compliance with Privacy Act and Freedom of Information Act.
7. Maintains continual liaison with agency offices and Treasury Financial centers to coordinate financial activities such as initiating recertified checks, initiating hold orders, and cancellation of checks and U.S. Savings Bonds.
8. Maintains liaison through personal and telephone contacts with employees of user agencies and individuals of non-Governmental entities for the purpose of furnishing advice and guidance on all phases of assigned activities.
9. Coordinates with organizations within and outside of NFC in the development, testing, and implementation of new applications, systems, and procedures, as well as enhancements, revisions, and modifications to existing systems and programs.
10. Develops and implements plans which ensure timeliness and reliability of cost, obligation, receivable, and other accounting records and reports, compatibility with accounting cycles, and effective processing.

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90 70 30 0040 Payroll/Personnel Branch

11. Ensures that the payroll gross charges (customer charges), accounting, deductions, and contributions are appropriate and takes corrective action when required. Coordinates and reconciles the production of Federal, state, and local entity payments, Forms W-2, 1099, Office of Personnel Management (OPM) retirement records, etc., and reports.
12. Conducts ongoing research and analyses of the Payroll/Personnel System and makes recommendations to improve the operational effectiveness and efficiency of the system, with consideration of requirements.
13. Serves as a liaison between NFC and the user agencies for the operation of the Payroll/Personnel System by addressing suggestions, identifying processing trends, and resolving processing problems which affect automated and manual processing.
14. Develops and presents various training courses and special information packages to promote proper use of the NFC's Payroll/Personnel System to obtain efficient and effective processing of payroll/personnel documents and T&A reports.
15. Coordinates with requirements analysts, application programmers, system engineers, and database specialists to resolve user problems and/or to recommend changes/enhancements to the payroll system and administrative systems.
16. Provides subject matter expertise to the Directives and Analysis Branch in drafting internal and external operating procedures and bulletins as new systems or changes are developed.

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90 70 30 0050 Administrative Payments Branch

Assignment of Functions

1. Develops audit policies and standards for National Finance Center (NFC) administrative payment transactions. Audits payments to ensure that all established legal, administrative, and accounting requirements are met. Provides explanation to claimants in case of disallowance and clarifies attendant problems in such cases. Monitors and reports on the results of audit activities and initiates quality control measures for improving NFC operations based on trends and patterns detected.
2. Analyzes all payment transactions identified by the computer system as rejects or as transactions requiring special audit. Researches records, regulations, and laws to ascertain the propriety of payment and related document processing. Contacts user agencies, and as necessary, other Government agencies and/or commercial vendors in order to effect changes which will render input transactions acceptable for computer processing. Reprocesses rejected input documents.
3. Establishes internal controls to ensure propriety of automated and manual payments and timeliness and validity of related accounting records processed into the Central Accounting System (CAS). Initiates action to recover any erroneous payments made.
4. Operates the automated systems for monitoring outstanding travel advance funds and takes actions to recover excessive amounts.
5. Performs research and reconciliation of travel advance account and differences which appear to be in error on machine prepared reports, listings, and registers for individual travelers.
6. Operates a full manual payment function, including reporting, record maintenance adjustments, and accounting distribution for those payments that cannot be processed through the automated payment systems. Collaborates with other NFC operating units in the interface of the assigned manual processes and the processes necessary to convert the manual data to an automated processing mode.
7. Receives written and telephone inquiries from Congress, U.S. Department of Agriculture (USDA) agencies, commercial firms, and other user agencies regarding administrative transactions. Researches records and procedures and provides written and oral authoritative guidance and advice related to unique individual transactions. Examines all inquiries for compliance with Privacy Act and Freedom of Information Act.
8. Maintains liaison with other divisions/staffs of the NFC, USDA agencies, other Government departments, and user agencies on matters of mutual concern.
9. Maintains continual liaison with agency offices and Treasury Financial Centers to coordinate financial activities such as initiating substitute checks and initiating hold orders and cancellation of checks.

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90 70 30 0050 Administrative Payments Branch

10. Maintains liaison through personal and telephone contacts with employees of other agencies and individuals of non-Governmental entities for the purpose of furnishing advice and guidance on all phases of assigned activities.
11. Coordinates with other organizations within and outside NFC in the development of procedures and the revision or modification of systems and programs.
12. Analyzes and reprocesses system rejected accounting transactions. Prepares documentation to effect all adjustment transactions to the General Ledger and administrative payment and other CAS applications.
13. Develops plans which ensure timeliness and reliability of cost obligation, receivable, and other accounting records and reports, compatibility with accounting cycles, and effective processing.
14. Ensures compliance with Prompt Payment Act and cash management practices and principles as they relate to administrative payments.
15. Conducts ongoing analysis of the various administrative systems and recommends changes to improve the effectiveness and efficiency of the operation of the systems considering the requirements and interface of the user agency.
16. Researches, analyzes, and makes recommendations concerning suggestions and problems of user agencies affecting the operation of the various administrative systems.
17. Serves as liaison between the NFC and user field offices, agencies, or departments for the actual operation of the administrative systems. This includes the identification and resolution of major system problems.
18. Develops and presents special informational packages to demonstrate the efficiency and explain the operations of NFC's administrative systems.
19. Coordinates with requirements analysts, application programmers, system engineers, and database specialists to resolve user problems and/or to recommend changes/enhancements to systems.
20. Provides subject matter expertise to program analysts in drafting internal and external operating procedures and bulletins as new systems or changes are developed.
21. Processes all reimbursements and payments for user agencies receiving services under the Management Council Cost Distribution Programs, Working Capital Fund, and reimbursable activities.

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90 70 30 0060 Billings and Collections Branch

Assignment of Functions

1. Maintains effective liaison with Office of the Chief Financial Headquarters, U.S. Department of Agriculture agency representatives, General Accounting Office, and other departments of Government, as necessary, involving matters relating to billings and collections activities.
2. Maintains and controls related billings and collections accounting activities.
3. Receives billings and collections documents and remittances. Reviews for completeness, sorts, and batches documents for entry into the computer system. Converts information from source documents into computer acceptable input.
4. Initiates billings to effect collection of amounts due various user agencies and the National Finance Center (NFC). Controls the timing of issuance of computer-generated bills.
5. Applies collections to proper accounts and controls all remittances until proper and timely deposits are made.
6. Reviews and analyzes aged accounts receivables reports, and identifies delinquent cases for claims or other disposition.
7. Reviews and processes claims for payment in connection with transactions made under NFC or Department authority. Provides consultation and advice on applicable procedures in processing claims.
8. Establishes internal controls necessary to ensure processing of all documents within assigned functional area.
9. Receives and responds to written and telephone inquiries from Federal agencies, commercial firms, and individuals regarding billings and collections transactions. Researches records and procedures, and provides written and oral guidance on all phases of assigned activities.
10. Complies with Prompt Payment Act and cash management practices and principles as they relate to billings, collections, and claims.

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90 70 30 0070 Directives and Analysis Branch

Assignment of Functions

1. Develops and coordinates with the user community all external procedures for users of USDA systems. Coordinates and monitors the procedures from inception to final implementation.
2. Publishes amendments and National Finance Center (NFC) bulletins to inform agencies of procedural changes, problems that require correction, NFC policy changes, and other such matters affecting NFC systems.
3. Develops online help text and read-me files for NFC PC applications.
4. Develops brochures to document/market new systems.
5. Maintains liaison with user agencies for the resolution of unique inquiries relative to information contained in the procedures.
6. Determines distribution of procedures, including software when appropriate, and instructional memoranda covering NFC operations. Publishes procedural indexes. Maintains mailing list of recipients of NFC issuances and ensures adequate supplies to satisfy user needs.
7. Provides training to user agencies on procedures when required by implementation of new or modified systems.
8. Publishes and maintains all internal NFC management and administrative directives and policy statements.
9. Develops internal procedures for all NFC applications. Makes evaluative analyses of all aspects of this application to ensure appropriate documentation of the work flow and consistent audit trails. Recommends changes as appropriate.
10. Manages the NFC's Employee Suggestion Program in accordance with Federal/Departmental regulations. Conducts comprehensive evaluations of all suggestions affecting NFC operations to determine cost/benefits of suggestions and recommends appropriate action.
11. Manages the NFC's Forms Management Program. Develops and coordinates with the user community all external and internal forms involving NFC functions. Maintains liaison with all phases of NFC operations. Maintains liaison on substantive program requirements with the office of the Chief Financial Officer, Human Resource Management Staff, and other USDA and Non-USDA agencies in the development and revision of forms.
12. Develops and provides graphic arts, visual aids, and photo composition services. Coordinates the acquisition of photographic services for NFC.

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90 70 30 0070 Directives and Analysis Branch

13. Manages and maintains the NFC Library to house reference material in one central area.
14. Participates in systems testing of all automated systems provided by NFC prior to implementation. Recommends changes/improvements for the user friendliness.
15. Manages the Information and the Publication pages of NFC's World Wide Web site.
16. Manages NFC and agency address files.
17. Manages the reproduction area which provides printing and copy services to NFC personnel. Coordinates Government Printing Office (GPO) orders for reproduction services.

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90 70 30 0080 Customer Service Branch

Assignment of Functions

1. Serves as NFC's customer representatives, representing customer issues and concerns to other NFC organizations and tracking the issues and concerns to resolution.
2. Coordinates initial planning and strategy discussions for the implementation of clients into any or all of the automated systems provided by NFC. Participates in the development of implementation plans and monitors the implementation. Evaluates the success of the implementation process and continually strives to improve it.
3. Assists users in defining hardware, software, and telecommunications requirements for proper system access. Monitors and ensures that proper hardware, software, and telecommunications equipment are ordered and installed to facilitate system utilization.
4. Markets NFC products and services to potential customers through conferences, exhibits, advertisements, other marketing opportunities, and personal contacts.
5. Serves as point of contact for users of all systems operated at NFC to evaluate and process requests for system enhancements or changes to meet unique client requirements.
6. Works with other NFC groups and organizations to assist users in identifying and resolving major system operation issues and concerns.
7. Assists the Directives and Analysis Branch in preparing and/or revising internal and external operating procedures/instructions as new systems and enhancements are implemented.
8. Coordinates with users to develop the system security profiles necessary to meet user security and access needs.
9. Evaluates current and evolving state-of-the-art software and technologies for potential use in enhancing efficiencies of NFC products and services.
10. Participates in user meetings to gather and provide information on available services and to evaluate the level of user satisfaction.

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FINANCIAL SERVICES DIVISION

90 70 30 0090 Training and Application Support Branch

Assignment of Functions

1. Acts as liaison between the National Finance Center (NFC) and agency users for resolution of access and utilization problems related to administrative and financial systems.
2. Assists users in defining hardware, software, and telecommunications requirements for proper system access. Monitors and ensures proper hardware, software, and telecommunications equipment are ordered and installed to facilitate system utilization.
3. Serves as point of contact for users of all systems operated at NFC to evaluate and process requests for system enhancements or changes to meet unique client requirements.
4. Works with other NFC organizations to assist users in resolving problems, monitoring system performance, testing system changes, and ensuring correct operation.
5. Evaluates and tests new and/or revised administrative and financial systems to ensure that the systems operate as designed, are user-friendly, and the proper edits exist. Recommends changes to screen formats and/or data field names for ease of operations or to ensure consistency with other screens and/or systems.
6. Assists the Directives and Analysis Branch in preparing and/or revising internal and external operating procedures/instructions as new systems and enhancements are implemented.
7. Coordinates with users to develop the system security profiles necessary to meet user security and access needs.
8. Evaluates current and evolving state-of-the-art software and technologies for potential use in enhancing efficiencies of NFC's products and services.
9. Participates in the maintenance of a "help desk" to assist users in problem resolution. Analyzes user calls and assembles management statistical reports showing usage, problems, and solutions.
10. Develops and conducts training in appropriate media for users in the preparation and submission of processing documents, the capabilities and navigation features of NFC's automated systems, and the resolution of technical problems related to system processing.
11. Participates in user meetings to gather and provide information on available services and to evaluate the level of user satisfaction.
12. Arranges and hosts user orientation sessions and visits to NFC. Participates in orientation sessions to provide a better understanding of NFC operations and systems.

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FINANCIAL SERVICES DIVISION

90 70 30 0110 Foundation Financial Information System Operations Branch

Assignment of Functions

1. Controls the running of the Foundation Financial Information System (FFIS) nightly cycle, in conjunction with the agency Application Administrator.
2. Maintains all FFIS common and combination tables to ensure that transactions are processed correctly and payments are accurately made.
3. Performs a daily analysis of nightly cycle output including:
 - ♦ Performing a reconciliation of feeder/interface processing to FFIS processing.
 - ♦ Reviewing on-line FFIS tables for anomalies.
4. Resolves directly or seeks assistance to resolve all problems detected. Based on the daily analysis, identifies areas of internal control weakness and makes recommendations for improvements.
5. Identifies new National Finance Center (NFC) operational processes resulting from FFIS implementation and determines the appropriate Financial Services Division (FSD) Branch to assume the new function. Works with the responsible branch to ensure assignments are understood and can be accomplished.
6. Maintains an FFIS Help Desk to assist both NFC and agency users with FFIS problems.
7. Prepares desk procedures for operational tasks under Foundation Financial Information System Operations Branch (FOB) responsibility.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 Applications Systems Division

Assignment of Functions

1. Develops short- and long-range plans for the Division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at the National Finance Center (NFC). Ensures that the appropriate clearances and approvals from the OCFO Director, the Office of Chief Information Human Resources Management, the Office of Personnel, the Office of Inspector General, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Maintains liaison with OCFO Headquarters, U.S. Department of Agriculture (USDA) officials, NFC managers, and other client department/agency officials to ensure responsiveness of NFC systems to the needs of user agencies.
2. Develops and implements NFC internal standards for automated accounting and financial systems which adhere to OCFO Headquarters, USDA, and other user policies.
3. Prepares conceptual design and development plans and accomplishes the system requirements, design, development, and implementation of all new or redesigned NFC automated data processing (ADP) applications.
4. Participates in planning and coordinating developmental activities with OCFO Headquarters, USDA officials, General Accounting Office, Treasury Department, other Government organizations, and user departments/agencies.
5. Maintains ADP application systems responsive to the NFC functional requirements at OCFO Headquarters, USDA, and other department/agency levels, based on systems research.
6. Develops, tests, and implements modifications to detailed computer instructions and procedures for automated processing of payroll/personnel, administrative payments, accounting and related transactions, and management information systems. Specifies comprehensive edits to ensure validity of data.
7. Maintains liaison with other organizational entities for effective coordination of NFC developmental activities. Maintains NFC technical liaison with OCFO Headquarters, other governmental organizations, and departmental staff offices relating to current and pending applications.
8. Coordinates within the division and with other impacted organizations the evaluation of current or evolving state-of-the-art software products designed to facilitate applications development.
9. Performs developmental activities which are assigned by OCFO and the NFC Director and aimed at achieving the implementation of USDA into the Financial Information System Vision and Strategy (FISVIS).

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0010 Accounting Systems Branch

Assignment of Functions

1. Implements National Finance Center (NFC) policy and standards, in conformance with Office of the Chief Financial Officer (OCFO) and U.S. Department of Agriculture (USDA) policy, General Accounting Office regulations and other department/agency authorities for all new or redesigned accounting systems.
2. Interprets user needs and develops automated data processing (ADP) specifications for new or redesigned accounting systems. Responsible for the development of conceptual design and implementation plans.
3. Develops the functional and financial requirements for all new or redesigned accounting systems. Develops functional and financial requirements for modifications to the accounting systems.
4. Performs the detailed systems design and development activities for new or redesigned accounting systems to ensure timely completion. This includes systems analyses, preparation of logic package, programming, and module, system, and acceptance testing.
5. Develops, tests, and implements programs and procedures for ADP modifications of accounting. Specifies comprehensive edits to ensure validity of data.
6. Maintains ADP application systems to execute transactions and/or programs and to furnish management information to OCFO Headquarters, USDA, and other department/agency officials. Makes detailed analyses of agency functions, reviews written procedures and work sequences with subject matter experts, and analyzes objectives to be accomplished. Utilizes requirements and establishes program modifications. Maintains ADP application systems logic and program documentation in accordance with established standards.
7. Effects changes to overcome operational deficiencies and to improve application software effectiveness and efficiency.
8. Ensures the integration of modified programs into logical systems and subsystems. Maintains effective job control language procedures.
9. Maintains effective liaison and coordination with OCFO Headquarters, other Federal agencies, user departments/agencies, and other NFC divisions/staffs to ensure responsiveness of systems to processing requirements.
10. Controls and coordinates the development of the Branch's systems implementation plans. Guides and monitors implementation by NFC operating divisions.
11. Participates in systems certification prior to implementation of new or revised accounting systems. Coordinates implementation of projects with appropriate organizational entities.

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90 70 40 0010 Accounting Systems Branch

12. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development.
13. Performs developmental activities assigned by the OCFO Director and the NFC Director for all new or redesigned accounting systems which are aimed at achieving the implementation of the Foundation Financial Information System.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0020 Payroll Systems Branch

Assignment of Functions

1. Implements National Finance Center (NFC) policy and standards, in conformance with Office of the Chief Financial Officer (OCFO) and U.S. Department of Agriculture (USDA) policy, General Accounting Office and Office of Personnel Management regulations, and other department/agency authorities for all new or redesigned segments of the payroll modules for the Payroll/Personnel System.
2. Interprets user needs and develops automated data processing (ADP) specifications for new or redesigned payroll and payroll/personnel reporting modules. Responsible for the development of the conceptual design and implementation plans.
3. Develops the functional and financial requirements for all new or redesigned payroll and payroll/personnel reporting segments of the Payroll/Personnel System. Develops functional and financial requirements for modifications to the payroll and payroll/personnel reporting modules of the Payroll/Personnel System.
4. Performs the detailed systems design and development activity for new or redesigned payroll applications and payroll/personnel reporting applications to ensure timely completion. This includes systems analysis, preparation of logic package, programming, and module, system, and acceptance testing.
5. Develops, tests, and implements detailed computer instructions and procedures for ADP modifications of payroll transactions and payroll/personnel reporting transactions. Specifies comprehensive edits to ensure validity of data.
6. Maintains ADP application systems to execute payroll transactions and/or programs to furnish management information to OCFO Headquarters, USDA, and other department/agency officials. Makes detailed analyses of agency functions, reviews written procedures and work sequences with subject matter experts, and analyzes objectives to be accomplished. Utilizes requirements and establishes program modifications. Maintains ADP application systems logic and program documentation in accordance with established standards.
7. Effects changes to overcome operational deficiencies and to improve application software effectiveness and efficiency.
8. Integrates modified programs into logical systems and subsystems. Maintains effective job control language procedures.
9. Maintains effective liaison and coordination with OCFO Headquarters, other Federal agencies, user departments/agencies, and other NFC divisions/staffs to ensure responsiveness of systems to processing requirements.
10. Controls and coordinates the development of the branch's systems implementation plans. Guides and monitors implementation by the NFC operating divisions.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0020 Payroll Systems Branch

11. Participates in systems certification prior to implementation of new or redesigned payroll modules and payroll/personnel reporting modules. Coordinates implementation of approved projects with appropriate organizational entities.
12. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development.
13. Performs developmental activities assigned by the OCFO Director and the NFC Director for all new or redesigned payroll segments of the Payroll/Personnel System which are aimed at achieving the implementation of the Foundation Financial Information System.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0030 Personnel Systems Branch

Assignment of Functions

1. Implements of National Finance Center (NFC) policy and standards, in conformance with Office of the Chief Financial Officer (OCFO) and U.S. Department of Agriculture (USDA) policy, General Accounting Office and Office of Personnel Management regulations, and other department/agency authorities for all new or redesigned segments of the personnel and payroll/personnel reporting modules for the Payroll/Personnel System.
2. Interprets user needs and develops automated data processing (ADP) specifications for new or redesigned personnel and payroll/personnel reporting modules. Responsible for the development of the conceptual design and implementation plans.
3. Develops the functional and financial requirements for all new or redesigned personnel and payroll/personnel reporting segments of the Payroll/Personnel System. Develops functional and financial requirements for modifications to the personnel and payroll/personnel reporting modules of the Payroll/Personnel System.
4. Performs the detailed systems design and development activity for new or redesigned personnel applications and payroll/personnel reporting applications to ensure timely completion. This includes systems analyses, preparation of logic package, programming, and module, system, and acceptance testing.
5. Develops, tests, and implements detailed computer instructions and procedures for ADP modifications of personnel transactions and payroll/personnel reporting transactions. Specifies comprehensive edits to ensure validity of data.
6. Maintains ADP application systems to execute personnel transactions and/or programs to furnish management information to OCFO Headquarters, USDA, and other department/agency officials. Makes detailed analyses of agency functions, reviews written procedures and work sequences with subject matter experts, and analyzes objectives to be accomplished. Utilizes requirements and establishes program modifications. Maintains ADP application systems logic and program documentation in accordance with established standards.
7. Effects changes to overcome operational deficiencies and to improve application software effectiveness and efficiency.
8. Integrates modified programs into logical systems and subsystems. Maintains effective job control language procedures.
9. Maintains effective liaison and coordination with OCFO Headquarters, other Federal agencies, user departments/agencies, and other NFC divisions/staffs to ensure responsiveness of systems to processing requirements.
10. Controls and coordinates the development of the Branch's systems implementation plans. Guides and monitors implementation by the NFC operating divisions.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0030 Personnel Systems Branch

11. Participates in systems certification prior to implementation of new or redesigned personnel modules and payroll/personnel reporting modules. Coordinates implementation of approved projects with appropriate organizational entities.
12. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development.
13. Performs developmental activities assigned by the OCFO Director and the NFC Director for all new or redesigned personnel segments of the Payroll/Personnel System which are aimed at achieving the implementation of the Foundation Financial Information System.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0040 Administrative Systems Branch

Assignment of Functions

1. Implements National Finance Center (NFC) policy and standards, conforming to Office of the Chief Financial Officer (OCFO) and U.S. Department of Agriculture (USDA) policies, General Accounting Office regulations, and other department/agency authorities for all new or redesigned administrative payment computer application systems. To simplify the document, these administrative payment computer application software systems, microcomputer software and its interfaces, plus the interactive voice response systems will be referred to as “systems” in the rest of this document.
2. Interprets user requirements and develops automated data processing (ADP) specifications for new or redesigned systems. Responsible for the development of conceptual ADP design and implementation plans.
3. Assists in the development of functional and financial requirements for new or redesigned systems.
4. Creates the detailed systems design and development activities for new or redesigned systems to ensure timely completion. This includes systems analyses, preparation of logic packages, programming, in addition to program, system, and Quality Assurance (QA) acceptance testing.
5. Develops, tests, and implements systems’ modifications. Incorporates comprehensive edits to ensure validity of data.
6. Maintains systems and furnishes management information to headquarters personnel and other agency officials. Makes detailed analyses of agency functions, reviews written procedures, works with subject matter experts, and analyzes objectives to be accomplished. Creates systems modifications based on user requirements. Maintains systems logic and program documentation following established standards.
7. Makes changes to overcome operational deficiencies to improve application software effectiveness and efficiency.
8. Integrates modified programs into QA and operational production environments. Maintains effective, efficient Job Control Language (JCL) run streams for current systems.
9. Maintains effective liaison and coordination with headquarters personnel and other agency officials to ensure responsiveness of operational systems based upon its processing requirements.
10. Controls and coordinates the development of system implementation plans. Advises, guides, and monitors systems implementation by NFC operational areas.
11. Participates in systems certification before implementation of new or revised systems’ modifications. Coordinates project implementation with appropriate organizational entities.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0040 Administrative Systems Branch

12. Evaluates current or evolving state-of-the-art software products designed to improve computer application systems development.
13. Performs developmental activities assigned by the division director for all new or redesigned systems in support of the successful implementation of the Foundation Financial Information System (FFIS).

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0050 Special Systems Branch

Assignment of Functions

1. Implements National Finance Center (NFC) policy and standards, in conformance with Office of the Chief Financial Officer (OCFO) and U.S. Department of Agriculture (USDA) policy, General Accounting Office regulations and other department/agency authorities for all new or redesigned special systems (i.e., automated accounts receivable management and property management information).
2. Interprets user needs and develops automated data processing (ADP) specifications for new or redesigned special systems, microcomputer interfaces, and interactive voice response systems. Responsible for the development of the conceptual design and implementation plans.
3. Develops the functional and financial requirements for all new or redesigned special systems, microcomputer interfaces, and interactive voice response systems. Develops functional and financial requirements for modifications to special systems, microcomputer interfaces, and interactive voice response systems.
4. Performs the detailed systems design and development activity for new or redesigned special systems, microcomputer interfaces, and interactive voice response systems to ensure timely completion. This includes systems analyses, preparation of logic package, programming, and module, system, and acceptance testing. Develops and maintains microcomputer interfaces and interactive voice response systems related to all Division activities.
5. Develops, tests, and implements programs and procedures for ADP modifications of special system transactions. Specifies comprehensive edits to ensure validity of data.
6. Maintains ADP application systems to execute transactions and/or programs to furnish management information to OCFO Headquarters, USDA, and other department/agency officials. Makes detailed analyses of agency functions, reviews written procedures and work sequences with subject matter experts, and analyzes objectives to be accomplished. Utilizes requirements and establishes program modifications. Maintains ADP application systems logic and program documentation in accordance with established standards.
7. Effects changes to overcome operational deficiencies and to improve application software effectiveness and efficiency.
8. Integrates modified programs into logical systems and subsystems. Maintains effective job control language procedures.
9. Maintains effective liaison and coordination with OCFO Headquarters, other Federal agencies, user departments/agencies, and other NFC divisions/staffs to ensure responsiveness of systems to processing requirements.
10. Controls and coordinates the development of the Branch's systems implementation plans. Guides and monitors implementation by NFC operating divisions.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0050 Special Systems Branch

11. Participates in systems certification prior to implementation of new or revised special systems modules. Coordinates implementation of projects with appropriate organizational entities.
12. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development.
13. Performs developmental activities assigned by the OCFO Director and the NFC Director for all new or redesigned special systems and microcomputer interfaces which are aimed at achieving the implementation of the Foundation Financial Information System.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0060 Payroll/Personnel Upgrade Branch

Assignment of Functions

1. Develops short- and long-range plans for the Division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at the National Finance Center (NFC). Ensures appropriate clearances and approvals from the OCFO Director, the Office of Chief Information Human Resources Management, the Office of Inspector General, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Maintains liaison with OCFO Headquarters, U.S. Department of Agriculture (USDA) officials, NFC managers, and other client department/agency officials to ensure responsiveness of NFC systems to the needs of user agencies.
2. Develops and implements NFC internal standards for automated accounting and financial systems which adhere to OCFO Headquarters, USDA, and other user policies.
3. Prepares conceptual design and development plans and accomplishes the system requirements, design, development, and implementation of all new or redesigned NFC automated data processing (ADP) payroll/personnel applications.
4. Participates in planning and coordinating developmental activities with OCFO Headquarters, USDA officials, General Accounting Office, Treasury Department, other Government organizations, and user departments/agencies.
5. Maintains liaison with other organizational entities for effective coordination of NFC developmental activities. Maintains NFC technical liaison with OCFO Headquarters, other governmental organizations, and Departmental staff offices relating to current and pending applications.
6. Coordinates within the Division and with other impacted organizations the evaluation of current or evolving state-of-the-art software products designed to facilitate applications development.
7. Performs developmental activities which are assigned by the OCFO Director and the NFC Director.
8. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development. Provides feedback to the Information Systems Policy and Control Staff (ISPCS) on their potential use in enhancing the applications development process.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0070 Administrative Systems Upgrade Branch

Assignment of Functions

1. Develops short- and long-range plans for the Division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at the National Finance Center (NFC). Ensures appropriate clearances and approvals from the OCFO Director, the Office of Chief Information Human Resources Management, the Office of Inspector General, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Maintains liaison with OCFO Headquarters, U.S. Department of Agriculture (USDA) officials, NFC managers, and other client department/agency officials to ensure responsiveness of NFC systems to the needs of user agencies.
2. Develops and implements NFC internal standards for automated accounting and financial systems which adhere to OCFO Headquarters, USDA, and other user policies.
3. Prepares conceptual design and development plans and accomplishes the system requirements, design, development, and implementation of all new or redesigned NFC automated data processing (ADP) administrative applications.
4. Participates in planning and coordinating developmental activities with OCFO Headquarters, USDA officials, General Accounting Office, Treasury Department, other Government organizations, and user departments/agencies.
5. Maintains liaison with other organizational entities for effective coordination of NFC developmental activities. Maintains NFC technical liaison with OCFO Headquarters, other governmental organizations, and Departmental staff offices relating to current and pending applications.
6. Coordinates within the Division and with other impacted organizations the evaluation of current or evolving state-of-the-art software products designed to facilitate applications development.
7. Performs developmental activities which are assigned by the OCFO Director and the NFC Director.
8. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development. Provides feedback to Information Systems Policy and Control Staff on their potential use in enhancing the applications development process.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0080 Web/Interactive Voice Response (IVR) Branch

Assignment of Functions

1. Develops short- and long-range plans for the Division and, in coordination with the Office of the Chief Financial Officer (OCFO) Headquarters, participates in the planning and coordination of developmental activities at the National Finance Center (NFC). Ensures appropriate clearances and approvals from the OCFO Director, the Office of Chief Information Human Resources Management, the Office of Inspector General, and other Departmental staff offices, as appropriate, are obtained prior to implementing any new and/or revised policies affecting assigned programs. Maintains liaison with OCFO Headquarters, U.S. Department of Agriculture (USDA) officials, NFC managers, and other client department/agency officials to ensure responsiveness of NFC systems to the needs of user agencies.
2. Provides overall leadership for NFC's activities on the World Wide Web and Interactive Voice Response (IVR) initiatives. Provides vision and strategy for the appropriate use of emerging Web/IVR technology.
3. Participates in planning and coordinating developmental activities with OCFO Headquarters, USDA officials, General Accounting Office, Treasury Department, other Government organizations, and user departments/agencies.
4. Maintains liaison with other organizational entities for effective coordination of NFC developmental activities. Maintains NFC technical liaison with OCFO Headquarters, other governmental organizations, and Departmental staff offices relating to current and pending applications.
5. Coordinates within the Division and with other impacted organizations the evaluation of current or evolving state-of-the-art software products designed to facilitate applications development.
6. Performs developmental activities which are assigned by the OCFO Director and the NFC Director.
7. Evaluates current or evolving state-of-the-art software products designed to facilitate applications development. Provides feedback to the Information Systems Policy and Control Staff on their potential use in enhancing the applications development process.

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APPLICATIONS SYSTEMS DIVISION

90 70 40 0090 Requirements and Development Coordination Branch

Assignment of Functions

1. Develops, in coordination with Office of the Chief Financial Officer (OCFO) Headquarters, Departmental staff offices, client departments/ agencies, and users, the system requirements for all new or redesigned payroll/ personnel, administrative, and financial systems which support National Finance Center (NFC) activities.
2. Interprets legislation, existing accounting principles and procedures, and/or user needs as they apply to the systems operated at NFC.
3. Fully documents the functional requirements for all new or redesigned payroll/personnel, administrative, and financial systems.
4. Provides general guidance and participates in the detailed systems design activities for payroll/personnel, administrative, and financial systems operated at NFC.
5. Participates in the development of payroll/personnel, administrative and financial systems implementation plans and in systems testing to ensure that user needs are satisfied.
6. Maintains liaison and coordination with Treasury, General Accounting Office, General Services Administration, Office of Management and Budget, Office of Personnel Management, client departments/agencies, and other Government offices in the development of user requirements.
7. Reviews, analyzes, and provides feedback to management on the impact of proposed changes to applications that may affect the systems operated at NFC.
8. Develops requirements for modifications to currently operating systems.

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